

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**EXHIBITS CURATOR  
PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs curatorial work in the design, preparation and maintenance of a wide variety of exhibits (i.e. animal habitats, dioramas, display panels, etc.) for the Nature Center. Employee reports to the Nature Center Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs curatorial and various maintenance trades work in the design, construction, and conservation of exhibits and habitats. Work involves developing, designing, fabricating and maintaining a wide variety of exhibits at the Nature Center. Additional responsibilities include providing for the conservation of all non-living collections including plant and insect reference collections, Nature Lab collections and teaching collections. The employee may act as a back-up for other staff as needed. Independent judgment and initiative must be exercised in designing and providing for the custody and conservation of various exhibits. Tact and courtesy are required in frequent contact with the general public and various professional contacts. Work is performed under the general supervision of the Nature Center Director and is evaluated through observation and conferences in terms of the efficiency and effectiveness in which exhibits are constructed, maintained and conserved.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Develops exhibit proposals, working drawings, and designs of graphic materials during the design stage of new exhibits.

Fabricates exhibits using such skills as carpentry, painting, molding and casting, taxidermy, photography and modeling.

Replaces plants, animals, and other materials used in exhibits as part of an ongoing maintenance program.

Oversees all non-living plant and insect reference collections, Nature Lab collections, and teaching collections.

Assists in education programming as needed including, but not limited to, presentation of nature-related programs and workshops for special interest groups, school groups, and civic organizations.

Responds to questions from the general public on animal welfare, plant and animal identification, and other nature-related concerns.

## **EXHIBITS CURATOR**

Acts as back-up for other staff as needed.

Requisitions supplies for exhibit and animal care; recommends plant and animal specimens for display.

Supervises volunteers on an as-needed basis.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods and materials employed in the design, development and construction of various exhibits.

Considerable knowledge of a wide variety of construction techniques including carpentry, painting, laminating, plumbing, and limited electrical work.

Considerable knowledge of practical naturalist and horticulture methods as applied to a Nature Center.

Considerable knowledge of natural history.

General knowledge of the current literature, trends, and developments in the field of exhibit design and conservation.

Skill in the care of native plants and animals.

Skill in a wide variety of manual activities necessary for exhibit fabrication.

Skill in the use of standard hand and power tools.

Ability to be creative in the design of new exhibits.

Ability to maintain accurate records of operations and prepare periodic reports from such records.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university in natural sciences, and 4 to 6 years experience in exhibit design/construction in a museum or nature center environment; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

## EXHIBITS CURATOR

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

July, 2005  
Pay Grade 15  
Exempt